

**Town of Herndon
Department of Community Development**

Excessive-Occupancy Questionnaire

The following questionnaire offers a recommended guideline for reporting an excessive occupancy complaint. Providing accurate and detailed responses to these questions will assist inspectors and town staff to more effectively target their investigative efforts and will expedite the Town's ability to determine whether a violation exists related to your specific concern. If you have any additional questions or comments, please feel free to contact the Dept. of Community Development at (703)787-7380.

1. How many persons would you estimate are living at the residence on a permanent basis? _____
2. How did you conclude that these people are permanent residents?

3. Does the number of persons fluctuate throughout the week? (yes) (no)
4. Are there a larger number of persons at the residence on the weekends? (yes) (no)
5. Specify the number of adults (males and females) and children, if possible.

6. During what times of the day is the problem most noticeable? _____(am) (pm)
7. How many entrances/exits are used at the residence? (1-2) (3 or more)
8. How long has the overcrowding problem been occurring at the residence?

9. How many vehicles are believed to be associated with the residence? _____
10. Briefly describe the makes, models, colors and license plate numbers of vehicles, if possible. _____

11. Do you notice an unusually large amount of trash placed in front of the residence on trash collection days? (yes) (no)
12. On what day of the week is the trash collected at the residence?
(Mon)(Tue)(Thu)(Fri)
13. Are there other associated problems, such as parking or excessive noise? _____

14. What would be the best time for Community Inspectors to observe the violation?

15. Would you be willing to document your observations in writing, in the future?
(yes) (no)
16. Do you wish to be contacted by the Community Inspectors, regarding the status of the investigation? (yes) (no) *Contact information:* _____